

## **Lead Medical Billing and Coding Specialist**

This person will provide support to the Patient Accounts Manager and Chief Financial Officer with revenue cycle functions. Assists the Patient Accounts Manager with processing of professional charges including updating of procedure and diagnosis codes in the practice management system. Must have the ability to stay current with requirements and to answer questions about CPT, ICD-9 and HCPC's codes. Assists billing specialists with payment posting of EOB's when needed and completes patient account adjustments. Assists with patient questions regarding statements; in person, via phone conversations or written correspondence related to patient accounts. Assists in maintaining integrity of the practice management system and generates reports as needed or as requested. CPC certification required within six months of employment.

### **Essential Duties and Responsibilities:**

Comprehensive knowledge to utilize appropriate third party liability (TPL) and government websites (i.e. CHAMPS, C-SNAP, WebDenis, HMO Medicaid websites that FHC participates with) to ensure billing and coding compliance.

Ability to use Microsoft Office, Internet, practice management system and relational database system software.

Ability to work effectively and efficiently under tight deadlines, high volumes and multiple interruptions.

Completes follow-up activities for unpaid claims, timely, effectively and efficiently within timely filing limits for various insurance companies. Will document reasons for denials that cannot be re-billed, and communicates such information to Patient Accounts Manager and/or Chief Financial Officer.

Oversees various collection actions; correcting and resubmitting claims to insurance payers. Will assist with preparing information for the collection agency, with focus on improving collection policies and procedures.

Complies with external and internal organizational policies, State and Federal guidelines, and third party liability contract information.

Comprehensive knowledge of CPT, ICD-9 and HCPC's coding books.

**Education and/or Experience:**

Must have a minimum of a high school diploma; preferably an Associate Degree in Business with emphasis in Accounting/Finance from an accredited college or university. In addition, three to five years of medical billing and coding experience for a private physician's office is preferred. The equivalent combination of education and experience will also be considered. Knowledge of medical coding, billing and federal/state regulations. CPC certification required within six months of employment.

**How to Apply**

Please apply on our [website](#).

**Contact Information**

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